

Whitefield Parent Association 2011-2012 Expense Reimbursement/Check Request Form

Important!!! All WPA Expenses and Vendor Check Requests must be turned in to the WPA Treasurer using this form. Please do not go directly to Administration Building for checks to be written to vendors or to turn cash in. Thank you.

Date: _____

Payee: _____

Mailing Address: _____

Phone: _____ Email: _____

Grade/Committee: _____
(This form is for Whitefield Parent Association Expenses Only)

Description of Expenditure: _____

Reimbursement Amount: \$ _____

Requested by: _____

Approved by: _____
(Approval from one of the following: Committee Chair,
Grade Representative or School VP)

IMPORTANT:

- 1) For expediency, please submit your check/expense reimbursement request by **Wednesday at 4:00 PM in order to meet the week's processing schedule.** You should receive a check within two weeks of receipt by the treasurer if the request has been properly approved and appropriate documentation is attached.
- 2) For WPA budgeting purposes, please be sure expenses are submitted for reimbursement **within 60 days of the expenditure** and no later than May 31, whichever comes first.
- 3) Receipts substantiating the expense must be attached to this request form.
- 4) Request forms should be **placed in the Treasurer mailbox** located in the Middle School Office.
- 5) Contact JaKathryn Ross, WPA Treasurer, at (404) 435-8790 if you have any questions.
- 6) You may also mail this form with the receipts to: JaKathryn Ross, 5910 Brookmere Court, Mableton, GA 30126